



FedTraveler.com

APPROVER / FUND CERTIFIER QUICK REFERENCE GUIDE

(ARC v3.0 04/03/09)

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❖ CONTACTS AND SUPPORT

- ARC Travel Website: cfo.arc.nasa.gov/travel.html
- General FedTraveler.com Questions: 4-2000 or arc-help@mail.nasa.gov
- Contact during domestic travel: 1-888-353-5873
- ARC Travel Office: ARC-CTO@mail.nasa.gov

❖ REVIEW / APPROVE TRAVEL DOCUMENTS

- Approvers and Fund Certifiers will receive an e-mail notice of a new approval requested.
- Log in to <https://www.fedtraveler.com>.
- Click the **Go to My Approval Desktop** link seen below to see your documents to approve.

Organizer

Welcome LAURA March 12, 2008

My Approval Desktop

You have 2 document(s) for approval. [Go to My Approval Desktop](#)

My Travel Desktop

You have 1 document(s). [Go to My Travel Desktop](#)
You have 0 returned document(s). Use this link to request, access, and modify travel plan authorizations and expense vouchers.

My Travel Profile

- [Access / Update User Profile](#)
- [Access / Update Travel Preferences](#)

Help and Support

- [Online Help](#)
- [FedTraveler.com Support Center](#)
- [FedTraveler.com Tutorial](#)
- [Latest Traveler News & System Enhancement Announcements](#)
- [FedTraveler.com Release Notice and Schedule](#)

- The **My Approval Desktop** page displays a list of all documents waiting for review or approval. Documents may be sorted by clicking the column headers.
- It is requested that all authorizations for travel within one week be approved first, followed by expense reports and other travel authorizations.
- The approval process is begun by first selecting a document's radio button.

My Approval Desktop

Select a Document from the list, then choose an Action below:

Return to Organizer

Page Help

Use this page to open a Travel Document to approve.

- Select the radio button next to the Travel Document to approve and then click the Open Document to Approve button.
- On the Approval Page, review the Travel Document

Printable Job Aids

FAQs and Support

"How To"

Document Number	Doc Type	Traveler	Status	Final Destination	Begin Date	Msg
EDSTESTTEAMZZZZ080001663	Travel Auth.	CONSORTI R	Awaiting Approval Approval Level 1	CHICAGO HEIGHTS, IL	05/06/2008	
DSTESTTEAMZZZZ08000894	Travel Auth.	CONSORTI R	Awaiting Approval Approval Level 1	FRESNO, CA	01/07/2005	

Total Documents: 2

Choose an Action:

Open Document to Approve

- Next, click the **Open Document to Approve** button.
- The Approval summary page will display for review. You may click the **Document Summary** link in the left-hand column for more details.
- Approvers and Fund Certifiers can take the following actions on travel documents:
 - **Approve**
 - **Change WBS** (fund certifier only) and approve
 - **Return to the preparer for modification**
- To approve the document, enter your PIN (same PIN as used to log into FedTraveler.com) into the box on the left column, and then click **Approve Document**. The document may be returned by clicking **Return Document**. See image on the next page.

Approval

Expense Report NASA76GGCA00XXST20000412

Approval Level #1 You are the fund certifier. (76_GGCA0_EMPLOYEE)

Traveler's Name EDWARD TRAVELER

Destination TAMPA, FL

Duration 04/01/2007 - 04/03/2007

Purpose ATTENDING A CONFERENCE AS AN AUDIENCE MEMBER FOR THE BENEFIT OF NASA

Financial Details

Accounting String	Expense Category	Balance	Allocation
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Lodging	\$0.00	\$264.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Meals	\$0.00	\$135.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Rental Car	\$0.00	\$2.00
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transaction Fee	\$0.00	\$10.64
76_015265.07.01.06_ESAX22007D ^76AAC00 ^2121^FC000000	Transportation	\$0.00	\$2.00
Actual Cost			\$403.00
Less Centrally Billed			\$2.00
Less Transaction Cost			\$10.64
Amount Due Traveler			\$401.00

Comments

Traveler's Comments

No Comment

Approver's Comments

Page Help

Use this page to view and manage Travel Documents awaiting approval.

- Note any alerts that appear in the Document Details box
- Review the Travel Document details, which vary depending on the type of Travel Document.

Printable Job Aids

FAQs and Support

"How To"

- If approved, the document is sent to the next approver.
- The browser will return to the starting page.
- Repeat the review and approve steps for each of the travel documents in the queue.

❖ FUND CERTIFIERS: ADDITIONAL STEPS

- (1) During approval, the fund certifier must confirm that the travel authorization was created by a preparer in the Central Travel Office. This is confirmed by noting whether an Alternate Preparer is listed at the top of the document summary in addition to the traveler's name. If only the traveler is listed, the document should be returned with a note indicating that only travel preparers may create travel authorizations and the traveler should submit the Travel Request Worksheet available at <http://cfo.arc.nasa.gov/travel.html>.
- (2) If there are multiple accounting strings for a particular travel document, fund certifiers for each WBS will all be notified simultaneously. The document will not proceed to the next approval level until all accounting strings have been approved by their respective WBS element owners.
- (3) As the Fund Certifier, financial details may need to be modified. Please follow these steps to make updates:
 - From the **Approval** page, select the **Edit Financial Details** menu option in the left-hand column.
 - Click the **Edit** link next to the Accounting String to be modified (see screen shot on the next page).

Submit Document

Hold Document

Document Messages

Return to Plan

Page Help

Use this page to view and edit your Summary of Expense Categories.

- Edit expenses under Summary of Expense Categories by clicking the binocular icon next to the expense item.
- To modify an Accounting String, click "Edit" next to the

Printable Job Aids

FAQs and Support

"How To"

Financial Summary

Doc. Number: NASA76GGCA0000ST20000894

Enter your trip allocations, then if desired, choose an Action below:

Summary of Expense Categories

Estimated Total \$101.67

Advance

Previous Advance(s) \$0.00

Total Advance \$0.00

Enter Your Trip Allocations ☒ \$ By Dollar ☐ % By Percent [\(View All\)](#)

Accounting String	\$ Amount	% Percent	Edit
+ SELECT_A_VALID_ACCOUNT_CODE ^00000000 ^0000^FC000000	101.67	100.00	Edit
+ <input type="text"/>	0.00	0.00	Edit
+ <input type="text"/>	0.00	0.00	Edit
+ <input type="text"/>	0.00	0.00	Edit
+ <input type="text"/>	0.00	0.00	Edit
+ <input type="text"/>	0.00	0.00	Edit

Select the advance type from the list box, and then select the calculate button.

No Advance

Choose an Action:

- Click **Modify** and then use the **Select Value** buttons to modify the appropriate fields. Note that the information can only be changed by selecting or searching for values, **not** by typing directly in the text boxes.

Return

Accounting String Setup

Quick Tip

Enter/Select Values for each Element then choose an Action below:

Create Accounting String:

Select Organization:

Account Code Required

Funding Org Required

Object Class Required

Function Code Required

Choose an Action:

- Click the **Submit Accounting String** button to save your changes and return to the **Financial Summary** page.
- Select the **Return** menu option to save your changes and return to the **Approval** page.

❖ UPDATES TO APPROVER / FUND CERTIFIER ROLE MAPPING

- Changes to the list of approvers or fund certifiers may be made at <http://cfo.arc.nasa.gov/travel.html> at the **Fund Certifier Change** and **Approver Change** links on the left-hand column.